

## **NORTHAMPTONSHIRE POLICE**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Benefits Realisation Manager
<b>SCALE:</b>	TBC
<b>SUPERVISION AND CONTROL:</b>	Portfolio Office Manager
<b>PLACE OF WORK:</b>	Darby House, Wellingborough, but also required to travel to locations across the Force
<b>HOURS OF WORK:</b>	37

#### **PURPOSE OF THE JOB:**

As a Benefits Realisation Manager, you will be responsible for designing and implementing the benefits management approach for projects and programmes. You will help key stakeholders create a benefits realisation plan for their change activities which will including defining, clarifying, quantifying and tracking of benefits to understand whether what is being delivered meets its overarching strategic goals and the force is receiving a return on its investments.

#### **MAIN RESPONSIBILITIES:**

1. Leading on the consolidation of all defined programme benefits and outcomes approved as part of the business case, ensuring all required progress tracking metrics are defined.
2. Being responsible for establishing and embedding the benefits tracking mechanism.
3. Being responsible for raising the profile of benefits management across the programme and the business.
4. Delegated responsibility for developing and updating the Benefit Management Strategy, Benefit Deliverables and Benefit Realisation Plan.
5. Working closely with the Change Leads / Managers to ensure alignment between benefit realisation plan and planned change activities

6. Establish metrics that are agreed with the Change Leads and agree on how to measure these metrics.
7. Building and maintaining the benefits relationship between programme deliverables and outcomes and benefits.
8. Proactively identify business change and business benefit opportunities offering advice and guidance in support of implementation, enabling a systemic business process to be established linking business benefit management into efficiency planning and performance management.
9. Using business process improvement as a focal point for benefits evaluation to determine the value for money or return on investment of any improvement initiative.
10. Monitor business cases, considering the original identified benefits, measuring them against actual benefits achieved by the newly installed capabilities.
11. Identification and training SMEs across the business, who will contribute to benefit identification, tracking and realisation.
12. Monitoring of business benefits and risk against internal and external criteria, sharing as best practice and learning for organisational memory.
13. To represent the Force on national, regional and local bodies, conferences and meetings as required

**NOTE:**

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect the changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties, as may be within the general scope of the post.

**CONDITIONS OF SERVICE:**

The appointment will be fixed term for an initial 2-year period with the option to extend following review and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 24 days with an additional 5 days after 5 years continuous service in Local Government.

## **PERSON SPECIFICATION**

### **Project Manager**

#### **ESSENTIAL CRITERIA**

- 1 Benefits Management accreditation or benefits management experience including developing benefits management strategies, benefit profiles, benefit mapping and benefits realisation plans.
- 2 Experience of categorising, managing and tracking the realisation of benefits in both small and large complex Change programmes.
- 3 Positive about change, adapting to different ways of working and encourages flexibility in others.
- 4 Able to work on your own initiative and to handle a variety of simultaneous projects and topics without supervision.
- 5 Strong and innovative problem solving and decision-making skills with proven ability to recognise and manage dependencies and risks.
- 6 Excellent interpersonal skills, with the ability to lead, negotiate, influence and gain buy-in to benefits realisation for projects and change initiatives at all levels.
- 7 Ability to deal efficiently and effectively with conflicting organisational targets/priorities and with people who have diverse views/stances or competing workloads, both internal and external to the organisation, defusing conflict and being prepared to make difficult decisions or take control when required.
- 8 Excellent written communication skills including report writing and the production of detailed benefits management products
- 9 Experience of research and analysing complex data and processes, being able to generate and evaluate ideas and present the outcomes to non-technical audiences.
- 10 Ability to guide a team and equally as comfortable working within a team environment.
- 11 High level of computer literacy inc. word processing, spreadsheets, e-mail, presentation and project management software
- 12 Able to demonstrate a level of awareness of equality issues appropriate to the role and act with integrity, in line with the values and ethical standards of the force

#### **DESIRABLE CRITERIA**

- 1 Previous experience of managing projects and benefits in a Police or public service environment